

**INSTRUCTIONS FOR COMPLETING THE DIRECT DEPOSIT SIGN-UP FORM  
STANDARD FORM 1199A**

U.S. FISH AND WILDLIFE SERVICE-DIVISION OF BIRD HABITAT CONSERVATION

**Section 1 (To be Completed by Payee)**

**\*\*\* FORMS CONTAINING WHITE-OUT OR ANY ALTERATIONS ARE UNACCEPTABLE. \*\*\***

- A. Type/print your organization's name, address, and telephone number. Do not enter an individual's name in this block. Forms containing white-out or any alterations to the payee name are unacceptable.
- B. Leave blank or type/print the name of your organization. Do not put an individual's name in this field, unless the grant was actually awarded to the individual.
- C. Type/print your Federal Employer Identification Number. This number is commonly referred to as an EIN or TIN and is the 9-digit tax identification number issued by the Internal Revenue Service.

If you do not have a tax identification number, type/print "DO NOT HAVE A TAX ID NUMBER, SEE EXPLANATION ATTACHED" in this block and attach your explanation to the SF-1199A.

- D. Check the type of bank account "Checking" or "Savings".
- E. Type/print the account number at your Financial Institution to which the funds will be "direct deposited". Do not use white-out or make any alterations to the account number.
- F. Check the "Other" box and type/print U.S. Fish and Wildlife Service, Division of Bird Habitat Conservation.
- G. Leave blank.

**PAYEE/JOINT PAYEE CERTIFICATION**

The individual(s) having signature authority for the bank account must sign and date this section.

Also, below the signature(s), in the available white space, include your Data Universal Numbering System (DUNS) number, a unique nine character identification number provided by the commercial company Dun & Bradstreet (D&B). The DUNS number is a unique identifier for single business entities and is assigned for each physical location in your organization. If you do not have a DUNS number, you may obtain one on the Internet at <http://www.dnb.com>. You may also contact D&B at 1-800-333-0505 for assistance.

**Section 2 (To be Completed By Payee or Financial Institution)**

Government Agency Name: U. S. Fish and Wildlife Service  
Division of Bird Habitat Conservation  
Address: 4401 North Fairfax Drive- MBSP 4075  
Arlington, VA 22203 USA

**Section 3 (To be Completed by Financial Institution)**

The bank's representative must complete this section, sign the form and provide a telephone number for contact purposes. The **depositor account title must be filled in** and should match the payee name (Section 1. A.) in most cases.

### **Distribution**

1. Maintain a copy of the SF 1199A for your records.
2. Promptly mail the completed original (no copies or faxes) to the address in Section 2. The payment account cannot be setup without a properly completed form.

### **Revisions/Changes to Information on the SF 1199A**

Complete a new SF 1199A if any of the data on the SF 1199A changes. Type/print "**REVISED**" on the top margin of the SF 1199A and note your Payment Management System (PMS) Account Number. Mail the revised form to the address in Section 2.